



# HR Record Retention Requirements – Norway

Norway			
DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS</b>			
Contracts (new hire agreements, severance, etc.)	Minimum 3.5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
Time records (work hours, rest periods, vacation/sick/holiday, etc.)	Minimum 3.5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004; Regulation on Bookkeeping (Bokføringsforskriften), Sec. 5-6
Performance records (performance reviews, promotions/demotions, licenses/certifications, investigations, disciplinary actions, etc.)	<b>General:</b> minimum 1-3 years; <b>Internal investigations:</b> Delete after reasonable time during employment, based on a concrete assessment	Termination of employment agreement	Best practice based on local legislation; Claims generally time-barred after 3 years
Data and personnel files	<b>Applicants who are not hired:</b> Retain until conclusion of hiring process. Consider retaining for 1 - 3 years; <b>Employees:</b> General minimum 1-3 years; Internal investigations - Delete after reasonable time during employment, based on a concrete assessment	<b>Applicants who are not hired:</b> From end of hiring process. <b>Employees:</b> From termination of employment	Best practice based on local legislation; Claims generally time-barred after 3 years
Government verification records (work papers, immigration, eligibility to work, etc.)	<b>General:</b> minimum 1-3 years; <b>Internal investigations:</b> Delete after reasonable time during employment, based on a concrete assessment	Termination of employment agreement	Best practice based on local legislation; Claims generally time-barred after 3 years

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DOCUMENTS	RETENTION PERIOD (minimum and/or maximum)	BEGINNING OF RETENTION PERIOD	LEGAL REFERENCE
<b>EMPLOYMENT RECORDS (continued)</b>			
Collective bargaining/union	No maximum/minimum retention period for Collective Bargaining Agreements (note: Processing information relating to membership in trade unions is generally not permitted)	N/A	Working Environment Act, Sec. 13-4
Background checks and drug tests	<b>Drug testing/storing:</b> Not permitted by local legislation;  <b>Background checks:</b> Only allowed when permitted by law (by obtaining print outs from police records). Storage of related police record/transcript is limited to the purpose of the processing	N/A	Law on processing of information in the police and prosecutor's office (Police Registry Act - politiregisterloven)
Acknowledgements, policy agreements and required notices	<b>General:</b> minimum 1-3 years;  <b>Internal investigations:</b> Delete after reasonable time during employment, based on a concrete assessment	Termination of employment agreement	Best practice based on local legislation; Claims generally time-barred after 3 years
Recruitment (interview notes, resumes/CVs, reference checks, etc.)	<b>Applicants who are not hired:</b> Retain until conclusion of hiring process. Consider retaining for 1 - 3 years;  <b>Employees:</b> General minimum 1-3 years; Internal investigations - Delete after reasonable time during employment, based on a concrete assessment	<b>Applicants who are not hired:</b> From end of hiring process;  <b>Employees:</b> From termination of employment	Best practice based on local legislation; Claims generally time-barred after 3 years
Tracking/recordings (biometric, geo-location, online tracking, camera recordings, etc.)	<b>Tracking/recording employee or workspace:</b> Usually not permitted, when allowed under Working Environment Act retain until purpose is fulfilled;  <b>Camera recordings:</b> Max. 7 days, unless contains data (e.g. criminal activities) which requires extended storage (max. 30 days), Longer storage may be allowed under GDPR if documented need;	From recording	Norwegian Working Environment Act, Ch. 9 and GDPR for control measures. Camera recording: The Norwegian Regulations on employers recording in the workplace;  Camera recordings & log data: Recommendation by Norwegian Data Protection Authority;
	<b>E-mails stored in employee's account:</b> Generally maximum 6 months after termination. Company-related emails should be stored in another place where remains available for employer.		E-mails: The Norwegian Regulations on employer's access to e-mailbox and other electronically stored material;

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<b>BENEFIT/PENSION/EQUITY RECORDS</b>			
Benefits (plan documents, enrollment records)	<b>For economic benefits:</b> Minimum 5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
Pension and retirement records	Minimum 5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
Equity records	<b>General:</b> As long as individuals own equity;  <b>Payments to shareholder:</b> Minimum 5 years	<b>General:</b> Upon disposal of the equity;  <b>Payments:</b> After end of fiscal year to which records relate	Equity records: Norwegian Public Limited Liability Companies Act, § 4-2 (Shareholder register); Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
Miscellaneous 1	<b>Other economic compensation:</b> For economic benefits minimum 5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
<b>PAYROLL/WAGE/TAX RECORDS</b>			
Payroll and wage data (payslips, etc.)	<b>Mandatory accounting documents and reports:</b> Minimum 5 years;  <b>Secondary documents,</b> including agreements relating to the business (excluding agreements of minor importance) and correspondence that provides significant additional info. in connection with recorded information: Minimum 3.5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004
Tax records	<b>Mandatory accounting documents and reports:</b> Minimum 5 years;  <b>Secondary documents,</b> including agreements relating to the business (excluding agreements of minor importance) and correspondence that provides significant additional info. in connection with recorded information: Minimum 3.5 years	After end of fiscal year to which records relate	Bookkeeping Act (Lov om bokføring), Sec. 11 - Documentation of the balance etc., § 13, 2004

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<b>MEDICAL/SAFETY/LEAVE RECORDS</b>			
Leave (family, medical, etc.)	<b>General:</b> minimum 1-3 years;  <b>Internal investigations:</b> Delete after reasonable time during employment, based on a concrete assessment	Termination of employment agreement	Best practice based on local legislation; Claims generally time-barred after 3 years
Injury and illness incident reports	Retain until purpose of processing is fulfilled	From date of report/registry	Best practice based on GDPR; Working Environment Act § 5-1 and § 5-2
Medical records	Employer cannot legally process medical records. Only limited health data is permitted, such as sick leave, or workplace injury and illness reports/registration.		N/A
Hazardous material and other exposure records	<b>Register of exposure to ionizing radiation:</b> Until employee reaches 75 years of age and for at least 30 years	From end of radiation exposure	Regulation on radiation protection and use of radiation (radiation protection regulation), Ch. 4, § 34, 2016

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